

## **2017 Certificate of Need Training Schedule**

The following is the updated 2017 Training Schedule for the Certificate of Need (CON) Evaluation Section. The trainings are designed to better educate interested parties about the CON process, improve communication, enhance the understanding of the CON program, and offer insight into recent and upcoming changes such as the online application and survey systems.

<b>Training Topic</b>	<b>Date</b>	<b>Time</b>	<b>Training Type</b>	<b>Brief Summary of Training</b>
<b>2016 Annual Survey</b>	Tuesday, April 4, 2017	10:00 – 11:00 a.m.	Webinar	This training will be a live demonstration of the steps necessary to complete the 2016 CON Annual Survey for all facility types. The new survey features and data requirement changes will be highlighted. There will be time for facility specific questions throughout the webinar.
	Tuesday, March 21, 2017	2:00 – 3:00 p.m.		
<b>e-Serve Online Application System</b>	Thursday, February 23, 2017	2:00 – 3:00 p.m.	Webinar	This training will demonstrate steps for registering for the online system, searching for information, generating reports, and completing and submitting letters of intent, amendments, emergency CONs, nonsubstantive and substantive applications, as well as paying the application fee online.
	Tuesday, May 16, 2017	10:00-11:00 a.m.		

**Registration:** To register for training, please send your name, company name, and phone number, training topic, and date to Janet DeClarke at [declarkej@michigan.gov](mailto:declarkej@michigan.gov). Questions, please call 517-241-3344. Log in directions and pass codes for Webinar training will be provided after registration. Registration for individual sessions will open 30 days prior to training date and close one day prior to the training date.